

AMERICAN FILM INSTITUTE CONSERVATORY

JOB DESCRIPTION

POSITION: Director, Post-Production and Education Technology
DEPARTMENT: Office of the Dean
LOCATION: Los Angeles Campus
COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment

PRINCIPAL RESPONSIBILITIES:

The Director, Post-Production and Education Technology is responsible for managing the operations of Conservatory postproduction facilities and personnel; this includes but is not limited to the planning, budgeting, implementing, and maintaining the technical infrastructure and workflow for AFI's post-production facility.

The Director will also oversee all education technology initiatives and practices across the Conservatory to ensure that all learning environments and programs are provided appropriate technology and support necessary to uphold the learning outcomes of the disciplines and the Conservatory.

PRINCIPAL DUTIES:

- Lead all Conservatory post-production function and facility operations and services.
- Design and direct education technology initiatives across the AFI Conservatory campus.
- Oversee policies and procedures as they govern classroom technology and equipment, and post-production operations and activities.
- Supervise and evaluate post-production and computer lab/education technology support staff.
- Manage staff development and provide annual merit reviews and performance evaluations.
- In collaboration with the Vice Deans, the Head of Production and relevant Discipline Heads, plan and oversee the budget and resources for education technology across the campus and for the postproduction facilities.
- Proactively engage in the pursuit of new advances in computer technologies with an emphasis on learning tools, post-production methodologies and workflows to enhance the overall AFIC curricular and production experience for Fellows.

- Create and implement hardware and software infrastructure and media pipelines to support workflows for Cycle, Thesis, Visual Essay, and short-term/other programs.
- Document Postproduction and Educational Technology processes and functions as needed.
- Implement a structure to support Fellows and participants in other Conservatory programs with operational and/or technical issues.
- Collaborate with Conservatory Leadership, including AFI department heads and Computer lab support staff, on the planning of technological growth and implementation.
- Collaborate with relevant senior management on the implementation and oversight of Conservatory policies and procedures as they relate to overall post-production processes and classroom activities.
- Collaborate with AFI Productions, Cinematography and Camera teams to ensure the appropriate level of support for Fellows and faculty.
- Work in collaboration with the AFI IT department on infrastructure set up, improvements and changes as related to Conservatory activities and programs.
- Lead the recruitment of all postproduction staff and classroom technology support personnel as necessary.
- Support AFI campus with technical support as needed.
- Perform other duties and responsibilities as assigned.
- Participate in key Conservatory management meetings as appropriate.
- Attend and participate in appropriate faculty and staff production or post-production intervention sessions as requested by AFIC Administration and Head of Production.

EXPERIENCE/SKILLS REQUIRED:

- Five plus years' experience in motion-picture post-production, with deep and thorough knowledge of professional file-based and video post-production equipment and systems (including Avid), technology, techniques, workflows, and procedures.
- Demonstrated expertise in the area of education technology and support.
- Minimum five years supervisory and facility management experience.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management and organizational skills with the ability to take a project from conception through completion independently.
- Excellent management, organizational, verbal and written communication skills. Possess a high degree of flexibility and an acute attention to details.
- Ability to deal courteously, collaboratively, and effectively with Fellows, AFI and AFIC administration, staff, faculty.
- Minimum three years of technical experience with Avid.
- Avid Certified Service Representative (ACSR) certification a plus.
- Experience in networking and systems installation.
- A working knowledge of Resolve and Adobe Creative Suite.

- Ability to execute remote login and remote operation.
- Knowledge of Linux and Windows a plus.
- Proficiency with MS Office software including MS Word, Excel and various calendar software applications in a Mac environment.
- Must have flexibility to work beyond the standard 9am to 6pm office hours.
- Proficiency in scheduling, setting up, leading virtual meetings using MICROSOFT TEAMS and ZOOM.
- Flexibility to work occasional evenings or weekends.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION

The Director of Post-Production and Education Technology, performs all duties and responsibilities under the guidance and supervision of the Vice Dean, Academic Affairs, AFI Conservatory.